ATF e-Form 4473

Quick Reference Guide for the Seller

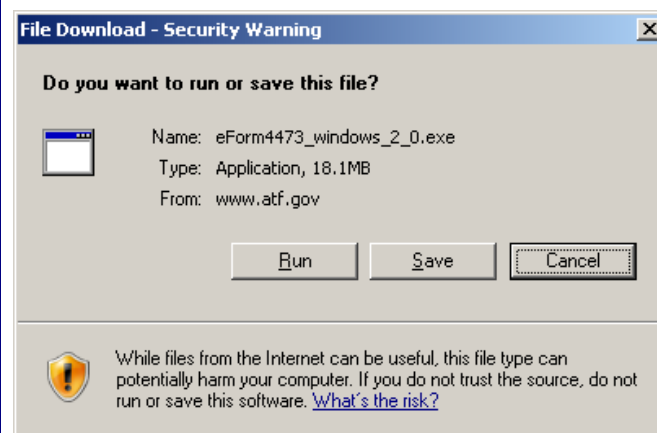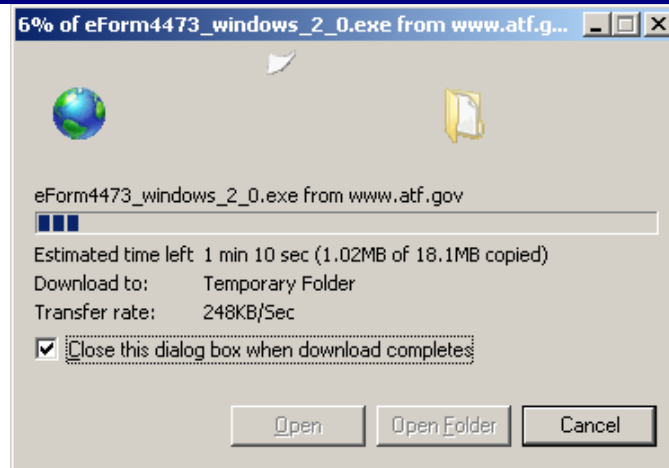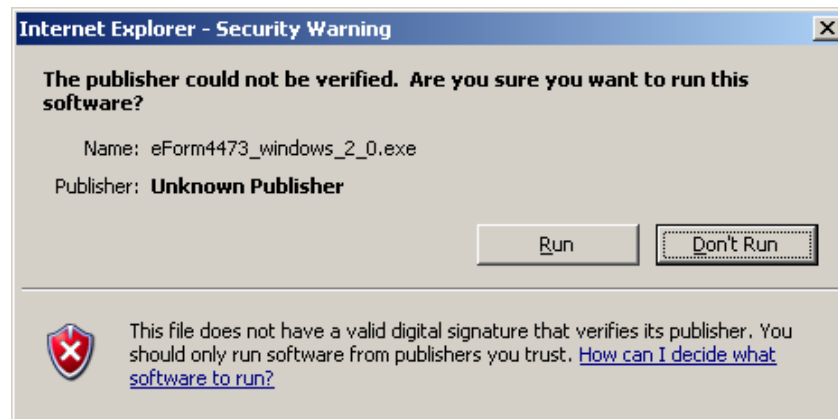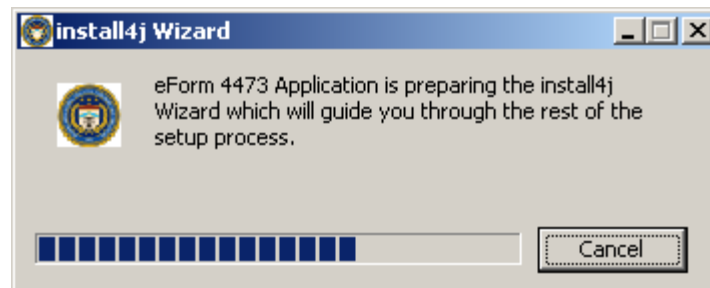| **Downloading the Application:**	This section provides information on installing the application at the Transferor's/Seller's location for the first time:
	Windows version:
	Download the **ATF F4473.exe** from the www.atf.gov/applications/e4473 web site. To install e-Form 4473 application click on the Download link.
	The File Download Security Warning dialog box is displayed.
	Click the "Run" button to start the install process. This could take up to approximately 30 minutes.
	A File Download dialog box is automatically closed and the Download progress dialog box is displayed.

```
6% of eForm4473_windows_2_0.exe from www.atf.g...  _ □ X
```

eForm4473_windows_2_0.exe from www.atf.gov

```
███
```

Estimated time left 1 min 10 sec (1.02MB of 18.1MB copied)
Download to: Temporary Folder
Transfer rate: 248KB/Sec

☑ Close this dialog box when download completes

Open   Open Folder   Cancel

This dialog box automatically closes and an Internet Explorer Security Warning dialog box is displayed. Click on the "Run" button to proceed.


Internet Explorer - Security Warning   X

The publisher could not be verified. Are you sure you want to run this software?

Name: eForm4473_windows_2_0.exe

Publisher: Unknown Publisher

Run   Don't Run

This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you trust. How can I decide what software to run?

This dialog box is automatically closed and an install progress dialog box is displayed.

install4j Wizard   _ □ X

eForm 4473 Application is preparing the install4j Wizard which will guide you through the rest of the setup process.
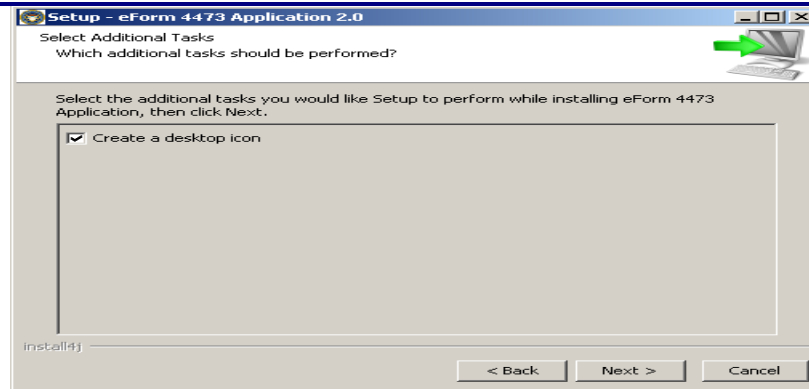
████████████████   Cancel

The eForm Application Setup Wizard will display. Click Next to continue with the installation.
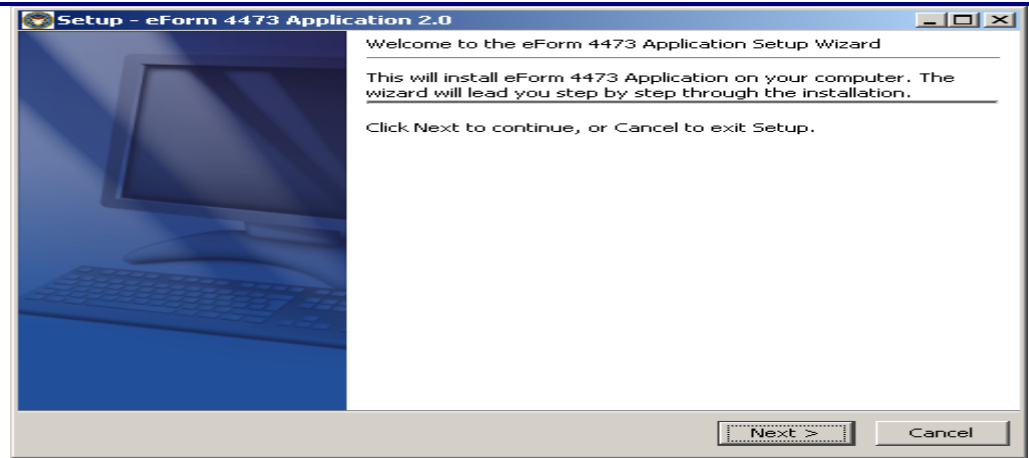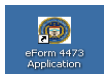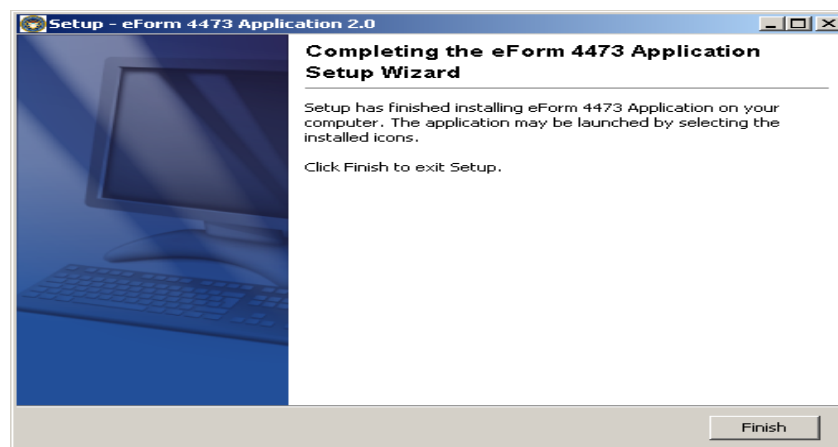
Proceed through the next three screens per the instructions provided in the Setup Wizard.
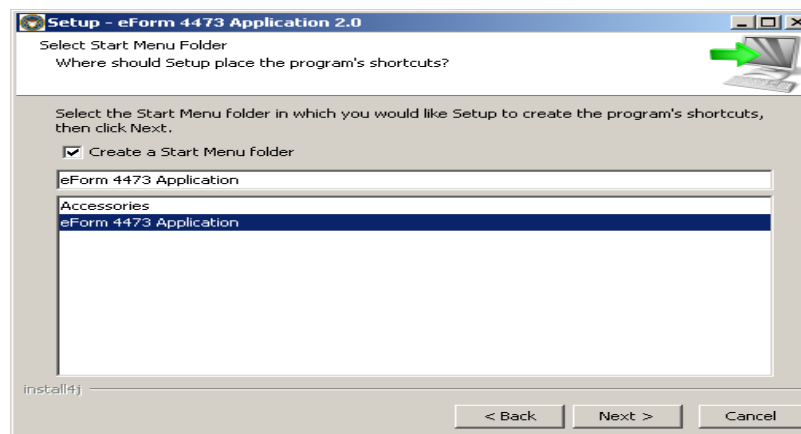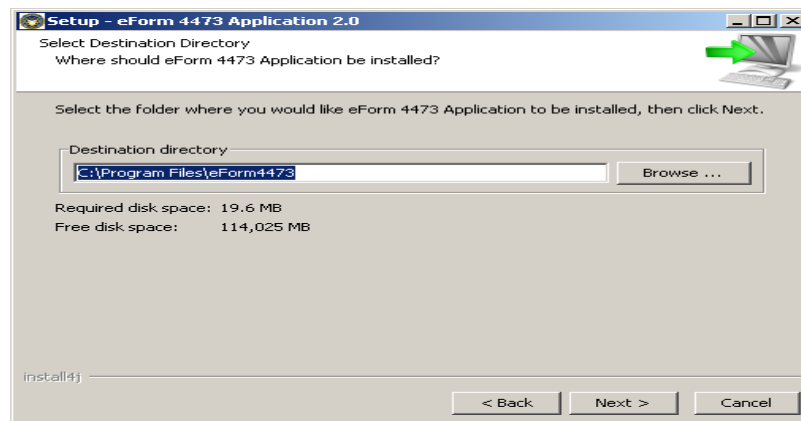
Once you click Next, the application will finalize the installation. A dialog box will appear briefly and then automatically close. The last screen for the Setup Wizard for Installing in Windows will appear. Click Finish.

Installation is now complete. The following e-Form 4473 application icon is installed on the computer desktop for Windows users (for **MAC** users the icon will be saved to the location you selected for the download). Double clicking on this icon will launch the e-Form 4473 application.
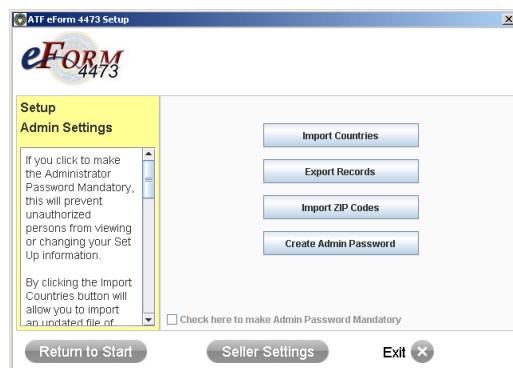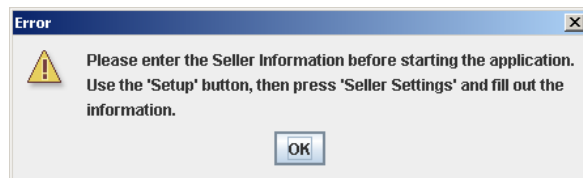
Application Set Up (Administrator):	**Access** the application/form by clicking on the e-Form 4473 icon; on the opening screen click "Continue"; on the e-Form 4473 screen click on the "Set Up" button; this will take you to the Administrator's Settings screen. If you click to make the Administrator's Password Mandatory, this will prevent unauthorized persons from viewing or changing your Set Up information. If the password is lost, you will have to download a new form from the website. The password is defaulted to "F1rearm5" and cannot be changed.
	You have completed the Administrator's Set Up and may click on "Seller Settings"', "Return to Start" or "Exit".

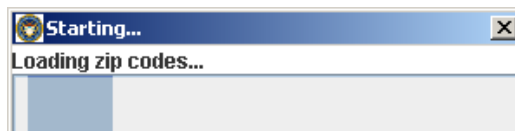| Application Set Up (Seller):	Note: You **must** complete the Seller's Set Up prior to using the e-Form 4473.
	From the e-Form 4473 screen click on the "Set Up" [Set Up] button. An error warning (as displayed below) will appear if the "Proceed to Form" button is clicked before the Seller's "Set Up" information is entered.
	Error ⚠ Please enter the Seller Information before starting the application. Use the 'Setup' button, then press 'Seller Settings' and fill out the information. [OK]
	On the Administrator's screen click on the "Seller Settings" [Seller Settings] button. On the "Seller Set Up" page you must insert your FFL name, address, and first three and last five digits of your Federal firearms license number (you can list up to five FFLs for the same licensed premises).
	The "Loading zip codes" window will automatically appear and close to update the zip code table. **Starting...** Loading zip codes...
	Upon entering the Seller's Settings screen, the cursor is automatically positioned in the ZIP Code field. By entering the ZIP Code first, the City and State fields are auto filled. You can enter the ZIP Code by typing it in or by selecting it with the mouse. When tabbing away from the ZIP Code field or clicking on another field, the City and State information is filled.
	If more than one City or State exists for the ZIP Code entered, the appropriate one can be selected by clicking on the down arrow in the field and selecting from the list.
	This information needs to be entered once and only modified when the information changes.
	EForm 4473: Update Admin Password Admin Password: [ ] Confirm Password: [ ] [Submit] [Cancel]	You may also choose a **password** on this screen. **If you click to make the Seller's Password Mandatory, this will prevent unauthorized persons from viewing or changing your Set Up information.**

	By entering this information, the form will automatically populate questions 31 and 32. Remember your password as you will need it to complete the transferor's/seller's sections (B and D) of the form. You may click on "Return to Start", "Administrator" or "Exit". Choosing any of these buttons will save your information.
	Note: Once you have completed these steps you are ready to begin using the e-Form 4473.

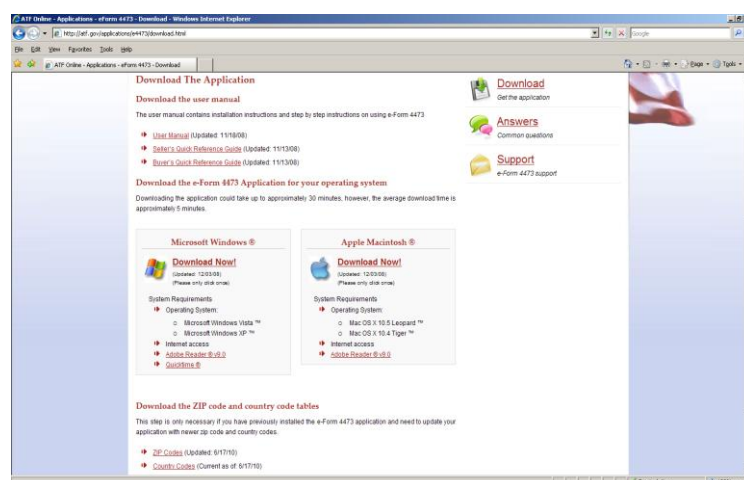| **Updating the Application Set Up** **For Administrator (Importing ZIP Codes and Countries):**	**The first time you download the form, the ZIP Codes and Country Codes are included. Periodically ATF will provide updates. To update these files follow these instructions:** **Access** the application/form by clicking on the e-Form 4473 icon; on the opening screen click "Continue"; on the next screen click on the "Set Up" button. This will take you to the Administrator's **Set Up** page. To update the ZIP Codes file, click on Import ZIP Codes [Import Zipcodes]. This update can be imported into the e-Form 4473 Application to keep it current with the latest information. From the *eForm 4473 Home Page*, you can access the download page to download the application ZIP Codes, and Country Codes. To install the application and supporting software select the *Download* link. This will display the *eForm 4473 Download Page*. ATF will also periodically provide updated Foreign Countries files [Import Countries] with the latest Country information. This update can be imported into the e-Form 4473 Application to keep it current with the latest information. The updated Foreign Countries file (Countries.csv) can also be downloaded from the ATF e-Form 4473 site as listed above for the Zip Codes.

Updating the Application Set Up **For Administrator (Exporting Records):**	If you would like to save the information from the forms that you have created, select the Export Records [Export Records] button from the **ATF e-Form 4473. Administrator Set Up** screen. This will allow you to create a file of the information that can be saved to your computer (for example in Excel or Access). This is not a complete form, just the responses to the questions.

Calendar:	Dates can be entered in the form of MM/DD/YYYY or by clicking the calendar icon

to the right of the date field and selecting the appropriate date. An example of using the calendar function is shown below.

Calendar Drop Down

Note: In the Windows version, in order to scroll through the years, you must click on the actual year in the calendar to expose the up and down arrows.

Question 18:	If there is an inconsistency in the user's selection for question 18 and the firearm type descriptions for questions 26-30, the system will prevent the user from moving forward to the next question, and will display the following error message: "You must enter at least one entry for each item checked in question 18"

Question 20.a.:	If the transferor/seller enters an expired form of identification for question 20.a, based on information provided by transferee/buyer, the system will display the following message on the Seller Warnings page: "Invalid ID - The transferee/buyer's government-issued photo identification is expired. Please verify expiration date. (See Item 20a.)"

Question 20.c.:	Question 20.c has been modified (*see instructions for Question 20.c.*). **From:** "All Aliens: Type and dates of documents that establish 90-day residency (e.g., utility bills or lease agreements). **To:** "Aliens Admitted to the United States Under a Nonimmigrant Visa Must Provide: Type of documentation showing an exception to the nonimmigrant visa prohibition."

Question 20.d.:	Question 20.d (see below) has been removed from the form. "Nonimmigrant Aliens Must Provide: Type of documentation showing an exception to the nonimmigrant alien prohibition."

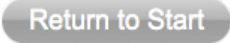| Form Section D - Firearm(s) Information Screen:	Fields for the firearm(s) information (question 26 through 30) will allow the following number of characters depending on your usage of capital letters: • Manufacturer: 21 to 29 characters • Model: 9 to14 characters • Serial Number: 25 to 36 characters

	- Type: 11 to 15 characters - Caliber/Gauge: 7 to 11 characters Total Number of Firearms (question 30.a.) must be listed as a word for the total number such as "one", "two", "THREE", etc. Do not use numerals. If the transferee/buyer purchases more than five (5) firearms during one transaction, the firearm(s) information for the additional firearm(s) will be displayed on an addition sheet that is attached to the PDF.

FFL Information Screen:	Chose the Federal Firearms License Number by clicking on the "Down Arrow" at the right of the FFL field to display the dropdown list for the numbers you entered during set up. Select the appropriate number by clicking on it with the mouse. To enter the Transferor's/Seller's Transaction Serial Number (if any) tab or click to this field.

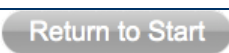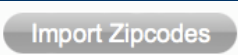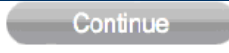|	
Warnings Screen:	Warnings will be displayed only if applicable. The right side of the warning screen may be blank if there are no warnings. The warnings are based on the buyer's responses to questions; however, the transferor/seller should still review the form before transferring the firearm(s).

Populate Form 3310.4:	Note: If more than one handgun is purchased (i.e., entered on the eForm 4473) on the same date the form is submitted (system date), the system shall populate the Form 3310.4.

Seller Form Preview Screen:	This screen allows you to preview the form before printing. You may click the back button to go to the previous screen or click the next button to move forward to the next screen.

Seller Print Confirm Screen:	This screen will display an exit confirmation message "Once you exit, you are not able to return to the application to print the form". Click the "Exit" button to exit the application or click the "Return to Start" button to go to the opening page to complete another form.

ICONS and BUTTONS

Button	Description
	Displays Notices, Instructions & Definitions button
	Next button, displays the next screen
	Close button, closes current 4473 Form, erases the data and returns to Start Screen
	Exit button, exits the application
	Back button, displays the previous screen
	Print button, prints Form 4473
Administration	Displays the Application Settings Screen
Set Up	Seller's Set Up button, starts the set up procedure
Seller Settings	Create Settings button, displays the setting instructions
Proceed to Form	Displays the Buyer Warning Screen (starts Seller's Section B of the Form 4473)
Return to Start	Displays the Start Screen
Import Zipcodes	Imports updated Zip Code data into the application
Import Countries	Imports updated Country data into the application
Export Records	Exports all Form 4473 data to Seller's specified file format and location
Continue	Displays Opening Screen from application
Cancel Transaction	Closes current 4473 Form, erases the data and returns to Start Screen
I agree with and certify the above statement	Ends the Buyer or Seller section for the current 4473 form. Once pressed the user cannot return.